



**Extended Studies & Workforce Education Division  
Norwalk Community College  
Nonprofit Management  
Certificate Program**

Start your career in the non-profit sector by learning the basic skills needed to work in and operate a successful organization. The five required courses to earn a certificate of completion are listed below.

<u>Course</u>	<u>Total Hours</u>	<u>Total Sessions</u>	<u>Tuition*</u>	<u>Textbook</u>
The Successful Nonprofit in the 21 <sup>st</sup> Century	8	4	\$199	N/A
Grant Writing Fundamentals	7.5	3	\$149	N/A
Building and Sustaining an Effective Volunteer Base and Board of Directors	8	4	\$199	N/A
Fundraising Planning and Donor Retention	8	4	\$199	N/A
Nonprofit Accounting	20	10	\$359	Additional Fee

\*Tuition subject to change.

*Please refer to the Extended Studies & Workforce Education current catalog for course specifics (tuition, start date, class time slot and location).*

Course Descriptions

The Successful Nonprofit in the 21<sup>st</sup> Century

New or seasoned nonprofit professionals, those interested in pursuing a career in the nonprofit sector, board members, and other volunteers will learn the essentials of building and sustaining a successful nonprofit organization for the 21st Century. This five-session course will provide participants with an overview of nonprofit basics including the fundamentals of strategic planning and budgeting; administrative infrastructure; board development. Students will also hear from local nonprofit experts' best practices and unique challenges facing the nonprofit sector today.

### Grant Writing Fundamentals

Seeking grants is an important part of any nonprofit organization's overall funding strategy. Designed for individuals currently working in or planning to work in the nonprofit sector, this class provides an overview of the entire grant seeking process. Topics explored include: finding the "right" funder; proposal submission tips and techniques; and mobilizing nonprofit boards to help raise funds. What to do when you actually receive a grant, and what to do if you are turned down are also covered. Students will learn the essential tools to craft compelling and concise grant proposals to foundations and corporations.

### Building and Sustaining an Effective Volunteer Base and Board of Directors

An informed and committed board of directors and volunteer base are the lifeline of any successful nonprofit. Knowing how to recruit and maintain both takes planning and nurturing. The class addresses the expectations and responsibilities of an effective board; board policies and legal liabilities; how to ensure successful board meetings; board and staff relations; and the role of standing and other committees for volunteer involvement.

### Fundraising Planning and Donor Retention

Large or small, new or established, all nonprofit organizations need a comprehensive, well-written fundraising plan. This necessary "road map" focuses on the strategies vital to reaching fundraising goals and objectives for growing any nonprofit. This class examines the tools and tactics necessary for a successful fundraising plan for volunteer involvement, donor solicitation and retention.

### Nonprofit Accounting

Accounting plays an essential role in the operation of every successful nonprofit organization. This course provides an introduction to the fund accounting concepts and principles that underlie nonprofit accounting and reporting, including the entire accounting cycle from transactions analysis to preparation of journals, ledgers, trial balances and financial statements. Students will examine GAAP financial statements together with key reporting issues, and discuss the Form 990, financial analysis and internal control.

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